

RECORDS TO BE MAINTAINED AT THE FACILITY— RESIDENTIAL CARE FACILITY FOR THE ELDERLY

The following information, which is required under specific sections of Title 22, California Code of Regulations, must be kept in the facility complete and current, and readily available for review. A Facilities Form Request (LIC 183) for ordering a supply of the identified forms is attached for your use.

I. Residents Records

- A. Resident Appraisal RCFE (LIC 603A).
Appraisal Need and Services Plan, when applicable (LIC 625).
- B. Physician's Report for RCFE(LIC 602A) (specifics provided in Residential Care for the Elderly, Medical Assessment Section 87569 and General Requirements for Allowable Health Conditions, Section 87702.1).
- C. Identification and Emergency Information (LIC 601).
- D. Current admission agreement with authorized signatures, Admission Agreement Guide for RCFE(LIC 604A).
- E. Evidence of receipt of personal rights information by resident and/or authorized representative Personal Rights (LIC 613).
- F. Reports of safeguards for resident cash resources including supporting receipts of expenditures, Record of Client's/Resident's Safeguarded Cash Resources (LIC 405) and record of each resident's personal property and/or valuables entrusted to facility, Client/Resident Personal Property and Valuables (LIC 621).
- G. A savings and/or checking account for resident's cash resources, if not kept in the facility.
- H. Report of unusual incident, event, serious injury requiring medical attention, or death, while the resident is under facility supervision, Unusual Incident/Injury/Death Report (LIC 624).
- I. Record of centrally stored prescribed medication for each resident and record of medication destruction, Centrally Stored Medication and Destruction Record (LIC 622).
- J. Register of Facility Clients/Residents (LIC 9020).
- K. Resident's Health Status Summary (LIC 9027), where appropriate.
- L. Resident Theft and Loss Record (LIC 9060), when applicable.

II. Personnel Records

- A. Health Screening Report/Tuberculosis (TB) Clearance (LIC 503)—facility personnel.
- B. TB clearance and "good health" statement from volunteers.
- C. Reports of actual hours worked by staff.
- D. Personnel Record (employment application) form (LIC 501).
- E. For the administrator, supervisors and staff who supervise or care for residents, verification of age 18, education, and experience requirements.
- F. For the Administrator, proof of successful completion of an approved Certification program.
- G. Documentation of annual 20 clock-hour training.
- H. Verification of first aid training.
- I. Criminal Record Statement (LIC 508).

III. Administrative Records

- A. RCFE License Certificate (posted) (LIC 203).
- B. Personnel Report—roster of current personnel (LIC 500).

- C. Dated weekly employee time schedule posted in facilities for 16 or more residents.
- D. Criminal Record Statement (LIC 508) prior criminal history.
- E. Licensee affidavit on persons exempt from fingerprint requirements (if not on LIC 500).
- F. Appropriate driver's license for each staff member transporting residents.
- G. In facilities licensed for sixteen (16) or more residents there shall be a planned on-the-job training program including orientation, skill training and continuing education.
- H. In facilities licensed for seven (7) or more residents, notices of planned activities shall be posted in a central location readily accessible to residents, relatives, and representatives of placement and referral agencies. Copies shall be retained for at least six (6) months.
- I. In facilities licensed for fifty (50) persons or more, the program of activities shall be written, planned in advance, kept up-to-date, and made available to all residents.
- J. Verification of first aid training for staff providing care. Names of staff responsible for first aid and emergency medical services and assistance of residents with self administered drugs.
- K. Written first aid procedures. Current edition of an approved first aid manual (American Red Cross; American Medical Association; State or Federal Health Agency).
- L. In facilities licensed for 16 residents or more, menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days.
- M. Facilities licensed for less than sixteen (16) residents shall maintain a sample menu in their file.
- N. If facility is licensed for 50 or more residents and does not employ a nutritionist, dietitian, or home economist, evidence of the frequency, nature and duration of consultation from a person so qualified.
- O. Emergency Disaster Plan (LIC 610) posted emergency disaster plan.
- P. Financial records including income and expenditures.
- Q. Surety Bond (LIC 402).
- R. Information relative to name, address and phone number of the State Ombudsman and, if one exists, the local ombudsman; and a brief description of services provided by those offices (posted).
- S. Documentation of Facility waivers and exceptions (LIC 956/LIC 971).
- T. Personal Property Procedures (LIC 9059).